
TOWN ADMINISTRATOR'S REPORT

October 1, 2019



ADMINISTRATION:

- Managed by Human Resources Coordinator Stephanie Duggan, logistical planning for **Town Hall Jack-o-Lantern Nights** is in full swing! This year, drop off will coincide with Downtown Trick-or-Treat so parent have the opportunity to stop by before or after the downtown event to drop off their children's creations. We are expanding our advertising reach to include the schools, as well as the downtown businesses in an attempt to create a walkable connection of the display between Town Hall and the downtown business district. We are also hoping that the Selectmen would be willing to bestow individual ribbons for their favorite creations again this year. Here is the timeline:

October 24th (Thursday)

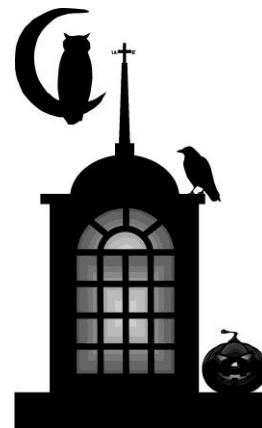
3:00pm – 8:00pm Jack-o-Lantern Drop off/Registration
5:00pm Lighting & Viewing until 11:00pm

October 25th (Friday)

8:00am – noon Staff voting for their favorite
8:00am – 8:00pm BOS Judging (stop by anytime)
5:00pm Lighting & Viewing until 11:00pm

October 26th (Saturday)

- 5:00pm Lighting & Viewing until 11:00pm



- Several Town Officials attended the Market Basket Ground Breaking Ceremony on September 17th at Maynard Crossing, 129 Parker Street.



BUY PHOTO

HIDE CAPTION

Officials, including Market Basket CEO Arthur T. Demoulas, tossing the sand in the middle, hold a ceremonial groundbreaking ceremony for the new Market Basket supermarket at Maynard Crossing Tuesday morning, Sept. 17, 2019. It is the anchor store of the retail part of the new development at 129 Parker St. in Maynard. [Wicked Local Staff Photo/Ann Ringwood]

- Capital Group Properties confirmed the below list of tenants who have executed leases at Maynard Crossing:
 - Planet Fitness Fitness
 - Gymja Warrior
 - Ivory Rose Day Spa
 - Hair & Harmoney Salon
 - Dental Oasis of Metrowest
 - Condessa Mexican Restaurant
 - 110 Grill
 - Lux Nails
 - Supercuts
 - Dunkin Donuts
 - Paper Store
 - Maynard Wine & Spirits
 - Market Basket
- HR Coordinator Stephanie Duggan, Town Administrator (TA) Greg Johnson and Assistant TA Megan Zammuto attended the Massachusetts Municipal Managers Association meeting on September 19th in Devens. Meeting topics included costing out the cost of contracts, Joint Labor Management Council (JLMC) overview and everything you need to prepare for dispute resolution.
- TA Johnson attended the Finance Committee and Budget Sub-Committee meetings in partnership with those bodies in development of financial plans for current FY20 and FY21.
- TA Johnson attended the recent Cross Town Connect (regional transportation management association) at Carlisle Town Hall. A five-year program anniversary event is being developed.

- Becky Mosca, Board of Selectmen/Town Administrator Administrative Assistant, is hosting a TIPS training at the Maynard Elks on September 30th.
- TA Johnson toured the Maynard Historical Society with member Paul Boothroyd.

Council on Aging:

Zachary St. John, with the assistance of his fellow Eagle Scouts from Troop 130, distributed the File of Life and the Maynard Police Department's Emergency Database Form at the Farmers Market on September 21. Zachary also distributed the File of Life and database form to the evening bingo at St. Bridget's Church on September 20. The Council on Aging would like to thank Zachary for choosing the safety of Maynard seniors as the focus of his Eagle Scout Service Project.

(Back row from left to right: Ethan Lucier, Thomas Babaian, Alonso Moreno and Zachary St. John. Front row from left to right: James Carver and Luke Hillstrom).



Office of Municipal Services:

- Town Planner Bill Nemser and ATA Megan Zammuto met with grant writer Lynn Cummins to discuss potential applications to the Community Development Block Grant (CDBG), MassDevelopment's MassWorks Grant, and other grant opportunities.
- A Boy Scout has expressed interest in working with the Conservation Commission to re-establish the overgrown trail on Blue Jay Way for his Eagle Scout project.
- Parking Authority held their first meeting on September 11th. The group plans to meet the first and third Wednesday of the month at 4:00pm in the Office of Municipal Services.
- Market Basket at Maynard Crossing has requested a determination from the Planning Board of major or minor modification for a proposed change involving addition of roof and siding to truck bay. The Planning Board continued the request until the October 22 meeting to allow the applicants to address several

questions raised by the board and several abutters. Market Basket indicated they will proceed with or without roof and siding but would prefer the improvements.

Fire Department:

- We have had 130 emergency requests for services since August 19, 2019.
- We have had 101 documented fire prevention activities since August 19, 2019, including inspections.
- We have had 52 in-house training events since August 19, 2019. Training remains focused on Firefighter on Probation Training.
- We have had 95 maintenance related activities since August 19, 2019.
- Ryan Johanson was sworn in as a new firefighter on September 10, at the Board of Selectmen's meeting.
- Earlier this month we received the results from our Insurance Service Office (ISO) audit. The is done about every four to five years and assigns a numeric value to a community based on what ISO feels their ability is to combat fires in that community. A communities ISO rating is a key factor in determining the insurance rates for homeowners and businesses in that community. The grading scale is 1 – 10, with the lower the number the better your score. Maynard remained an ISO Class 3 community. This is a significant achievement based on the size of the community and the fire department. In the Commonwealth of Massachusetts on 28 communities have a better score!
- Work is continuing on the fire/police communications upgrades.
- We conducted multiple inspections and follow-up inspections in the Maynard Schools this past month. Improvements are still needed but the schools are working toward making the required changes.
- The Maynard Fire Department received another grant through FEMA. This grant is for training to be provided to firefighters.
- Please see Human Resources report for more personnel related issues:

Human Resources:

Recruitment & Staffing

- The **Town Clerk Search** is underway – the position was posted on September 18th and resume review began on September 25th. Initial interviews are anticipated to be held the week of September 30th.
- We'd like to give a warm welcome to **Justin DeMarco** as he begins his career as DPW Director on Monday, September 30th.

Salary & Compensation

- **Collective bargaining negotiations** for both Laborers' International Union of North America unions (DPW Laborers and Town Professionals) continue – our next meetings are the afternoon of October 21st.

Staff Relations/Milestones

- **Congratulations** to Fire Captain Mike Parr and his wife Nicole on the birth of their daughter, Riley Grace, born September 17th at 6:15pm, weighing in at 8 pounds, 3.4 ounces, 21.5 inches long – mom, dad and big brother Cooper are all doing well!
- **Congratulations** also go out to Firefighter Mark Latta and his wife Laura on the birth of their first child and son, Desmond Keith, born on September 24th at 1:32pm, weighing 8 pounds and 19 inches long – all are doing just fine!

Staff Development & Training

- The HR Coordinator is working to schedule an **all-staff Fall Training Day** during the month of November. Town Hall will be closed and lunch will be provided. Topics being explored are: Media/Social Media, Supervising/Teambuilding Strategies, Internal/External Customer Service, and Understanding the Retirement System.

Benefits/Insurance

- Our annual MIIA Benefits Account Review is scheduled for October 9th.
- Our annual MIIA Risk Management and Rewards Program/Grant Opportunity Reviews are scheduled for October 3rd and October 31st, respectively.

Wellness & Staff Events

- The latest **staff newsletter** was released on September 25th
- A comprehensive **staff survey** on wellness and staff activities/events is under development. Topics being explored include staff satisfaction with employment, benefits, communication, activities/wellness, and training/professional development.
- **Staff and Senior Flu Clinics** are scheduled for Tuesday, October 29th:
 - 8:30am – 9:30am Staff Clinic at Town Hall
 - 10:30am – 11:30am Senior Clinic at Council on Aging
 - 2:00pm – 4:00pm Staff Clinic at Fowler School Auditorium
- We are once again taking part in a **fall staff donation drive** for Open Table's Kids' Bags program, providing child appropriate snack items for pantry guests aged 12 and under.

Emergency Management Communications/Volunteer Management

- The Human Resources Coordinator is in the planning stages of working with Chief Stowers on the training and implementation of the new **HyperReach reverse 911** messaging system, intended to eventually replace the current Blackboard Connect CTY system.
- The Maynard Citizens' Corp/Medical Reserve Corp (MRC) continues to work to secure standing vaccination orders from the Emerson Hospital family practice on Main Street in an attempt to revive the Residential Flu Clinic/EDS Drill.